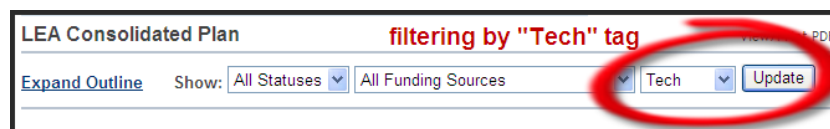


Adding a Tech Tag to an Action Step Inside ALEAT

CONSOLIDATED PLAN: GOALS, STRATEGIES, & ACTION STEPS

The “Tech” tag needs to be checked for **ALL action steps** related to technology throughout the Consolidated Plan.


ADE will filter the Consolidated Plan by the “Tech” tag when reviewing Technology Plans.



LEA Consolidated Plan filtering by "Tech" tag

Expand Outline Show: All Statuses All Funding Sources Tech Update

The screenshot shows the ALEAT interface with the 'Tech' tag selected in the filter dropdown, which is circled in red. The 'Update' button is also visible.



Tags

Check the box "Tech" tag for all items related to technology.

☐ PD

☐ ELL

☐ SPED

☒ Tech

☐ IndianEd

☐ Monitor

☐ LEAImp

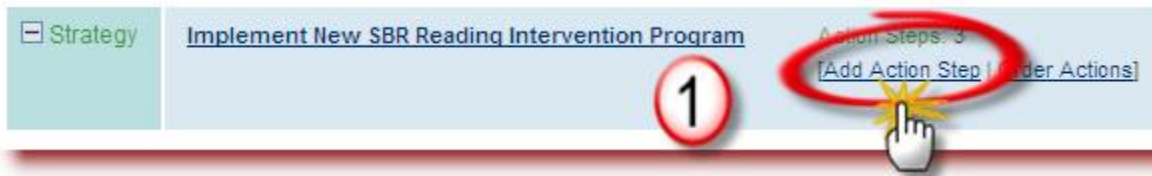
The diagram shows a list of tags with checkboxes. The 'Tech' tag is checked, and a red arrow points to it from the text 'Check the box "Tech" tag for all items related to technology.'

Adding a Tech Tag to an Action Step Inside ALEAT

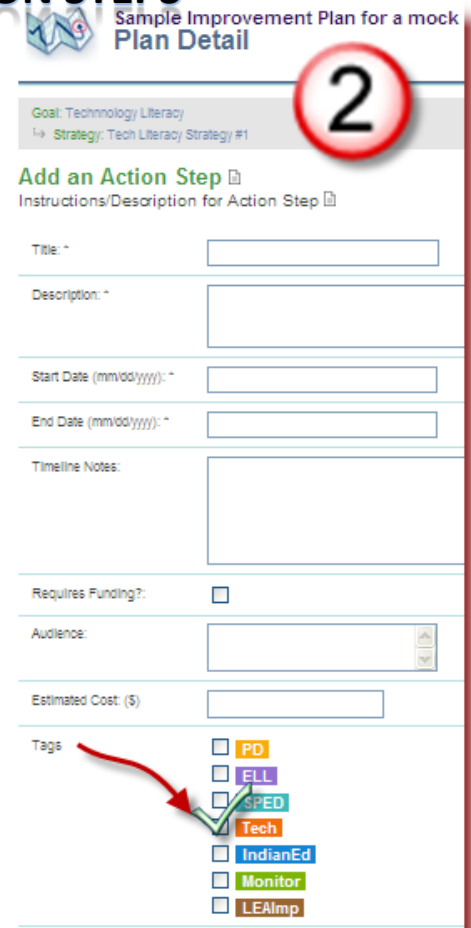
CONSOLIDATED PLAN: GOALS, STRATEGIES, & ACTION STEPS

Adding “Tech” tags  to new action steps that support the strategy.

1. Select the hyperlink **Add Action Step** from the “Strategy” blue box.



2. Complete the required information, including selecting the Tech tag, and save.



Sample Improvement Plan for a mock Plan Detail

2

Goal: Technology Literacy
↳ Strategy: Tech Literacy Strategy #1

Add an Action Step

Instructions/Description for Action Step

Title: *

Description: *

Start Date (mm/dd/yyyy): *

End Date (mm/dd/yyyy): *

Timeline Notes:

Requires Funding?: ☐

Audience:

Estimated Cost: (\$)

Tags

- ☐ PD
- ☐ ELL
- ☐ SPED
- ☒ Tech
- ☐ IndianEd
- ☐ Monitor
- ☐ LEAImp

Adding a Tech Tag to an Action Step Inside ALEAT

CONSOLIDATED PLAN: GOALS, STRATEGIES, & ACTION STEPS

Edit a current action step to add a Tech tag.

1. Select the hyperlinked name of the action step.
2. Click Edit.
3. Select the Tech tag and save.

